Instructions for Entering/Updating Mission-Related (Ex 53 Part I) Investment Costs in the Budget Planning System

Login to the Budget Planning System.

Click on “Enter Projects”

On the Project Description page:

Fiscal Year = 2006
Begin Budget Year = “Investment Initiation Date” from the Ex 300/300-1
End Budget Year = “Investment Planned Completion Date” from the Ex 300/300-1

Click on “Continue” at the top of the page.

Enter the “Project Name” from the Exhibit 300-1.

“Project Title” is not required.

Enter the appropriate “Admin State”. (i.e., Alaska)

Enter the appropriate “Admin Office”. (i.e., AK950)

Enter the appropriate “Geographic Area / State” where the system(s) will be physically located.

Enter the appropriate “Office Code” where the system(s) will be physically located.

“Congressional District” is not required.

“Geographic Description” is not required.

For “Project Description”, enter (or cut and paste from the Exhibit 300-1) a brief description of the project/investment.

Click on “Save” at the top of the page.

Click on “Attach Documents” at the top of the page.

Locate and attach the most recent version of the Ex 300/3000-1.

Click on “Save/Exit” at the top of the page.

Click on “Justification” at the top of the page.

For “Benefits/Results”, enter (or cut and paste from the Exhibit 300) a brief narrative describing the benefits and/or results expected from the investment.

For “Feasibility/Implementation/Proposal”, enter (or cut and paste from the Ex 300) specific information concerning budgetary, organizational and management commitment necessary to complete the project within needed time-frames.

For “External Support/Partners/Opposition”, enter (or cut and paste from the Ex 300) the individuals, organizations, groups, associations, government agencies or legislative actions that are anticipated to support or oppose action on the project.

Enter the appropriate “Mission Goal(s)” as identified in the Ex 300/300-1

Enter the appropriate “Performance Measures” as identified in the Ex 300/300-1

Enter the appropriate “Subject Function Code(s)”.

Click on “Save” at the top of the page.

Click on “Contact/Funding” at the top of the page.

Enter the “FFS Project Code” or “special interest project code” assigned to this investment.

For “Estimated Costs” enter (or cut and paste from the Exhibit 300-1, Summary of Spending Table, the amounts from the “Total All Stages” line by Fiscal Year.

“Contact Information” will be entered automatically. Check to ensure accuracy.

For “Project Type” select “Information Technology”.

Click on “Save” at the top of the page.

Click on “Detail Funding” at the top of the page.

Ensure all costs are appropriately distributed in the “Cost by Major/Minor Categories” table. There must be one line-item entered for each sub-activity for each FY. Funding must be distributed by the minor categories for Ops, as well.

Click on “Save” at the top of the page.

Click on “Workload Measures” at the top of the page.

Select a “Detail Fund Item” and assign workload measure(s) as appropriate. For example, operations and maintenance costs (FTE labor, contract labor, or other services contracts) will be assigned to XD. System development costs (FTE labor, contract labor, or other services contracts) will be XA. See WO IM 2003-005 for more information on program elements.

Click on “Save” at the top of the page.

Click on “View/Print Project Summary” at the top of the page. Review the information for accuracy. Return to the appropriate page and make any necessary corrections.

Click on “Save and Exit” at the top of the page.

Instructions for Updating/Entering IT Infrastructure (Ex 53 Part 2) Investment Costs in the Budget Planning System

Login to the Budget Planning System.

Click on “Enter Projects”

On the Project Description page:

Fiscal Year = 2006
Begin Budget Year = 2003
End Budget Year = 2010

Click on “Continue” at the top of the page.

Enter the “Project Name” from the Exhibit 300-1.

“Project Title” is not required.

Enter the appropriate “Admin State”. (i.e., Alaska)

Enter the appropriate “Admin Office”. (i.e., AK950)

Enter the appropriate “Geographic Area / State” where the system(s) will be used.

Enter the appropriate “Office Code”. Will probably be the same as “Admin Office”.

“Congressional District” is not required.

“Geographic Description” is not required.

Enter (or cut and paste from the Exhibit 300-1) a brief description of the project.

Click on “Save” at the top of the page.

Click on “Justification” at the top of the page.

“Benefits/Results” is not required.

“Feasibility/Implementation/Proposal” is not required.

“External Support/Partners/Opposition” is not required.

For “Mission Goals”, enter “03.01 – Sustaining the Organization”.

“Performance Measures” is not required.

“Subject Function Code” is not required.

Click on “Save” at the top of the page.

Click on “Contact/Funding” at the top of the page.

For “Estimated Costs” enter (or cut and paste from the Exhibit 300-1, Summary of Spending Table, the amounts from the “Total All Stages” line by Fiscal Year 2006 - 2010.

“Contact Information” will be entered automatically. Check to ensure accuracy.

For “Project Type” select “Information Technology”.

Click on “Save” at the top of the page.

Click on “Detail Funding” at the top of the page.

Ensure all costs are appropriately distributed in the “Cost by Major/Minor Categories” table. There must be one line-item entered for each sub-activity for each FY. Funding must be distributed by the minor categories for Ops, as well.

Click on “Save” at the top of the page.

Click on “Workload Measures” at the top of the page.

Select a “Detail Fund Item” and assign workload measure(s) as appropriate. For example, operations and maintenance costs (FTE labor, contract labor, or other services contracts) will be assigned to XD. System development costs (FTE labor, contract labor, or other services contracts) will be XA. See WO IM 2003-005 for more information on program elements.

Click on “Save” at the top of the page.

Click on “View/Print Project Summary” at the top of the page. Review the information for accuracy. Return to the appropriate page and make any necessary corrections.

Click on “Save and Exit” at the top of the page.

Instructions for Entering/Updating Planning and Architecture (Ex 53 Part 3) Investment Costs in the Budget Planning System

Login to the Budget Planning System.

Click on “Enter Projects”

On the Project Description page:

Fiscal Year = 2006
Begin Budget Year = “Investment Initiation Date” from the Ex 300/300-1
End Budget Year = “Investment Planned Completion Date” from the Ex 300/300-1

Click on “Continue” at the top of the page.

Enter the “Project Name” from the Exhibit 300-1.

“Project Title” is not required.

Enter the appropriate “Admin State”. (i.e., Alaska)

Enter the appropriate “Admin Office”. (i.e., AK950)

Enter the appropriate “Geographic Area / State” where the activity will occur.

Enter the appropriate “Office Code”. Will probably be the same as “Admin Office”.

“Congressional District” is not required.

“Geographic Description” is not required.

For “Project Description”, enter (or cut and paste from the Exhibit 300-1) a brief description of the project/investment.

Click on “Save” at the top of the page.

Click on “Attach Documents” at the top of the page.

Locate and attach the most recent version of the Ex 300/3000-1.

Click on “Save/Exit” at the top of the page.

Click on “Justification” at the top of the page.

For “Benefits/Results”, enter (or cut and paste from the Exhibit 300) a brief narrative describing the benefits and/or results expected from the investment.

For “Feasibility/Implementation/Proposal”, enter (or cut and paste from the Ex 300) specific information concerning budgetary, organizational and management commitment necessary to complete the project within needed time-frames.

For “External Support/Partners/Opposition”, enter (or cut and paste from the Ex 300) the individuals, organizations, groups, associations, government agencies or legislative actions that are anticipated to support or oppose action on the project.

Enter the appropriate “Mission Goal(s)” as identified in the Ex 300/300-1

Enter the appropriate “Performance Measures” as identified in the Ex 300/300-1

Enter the appropriate “Subject Function Code(s)”.

Click on “Save” at the top of the page.

Click on “Contact/Funding” at the top of the page.

Enter the “FFS Project Code” or “special interest project code” assigned to this investment.

For “Estimated Costs” enter (or cut and paste from the Exhibit 300-1, Summary of Spending Table, the amounts from the “Total All Stages” line by Fiscal Year.

“Contact Information” will be entered automatically. Check to ensure accuracy.

For “Project Type” select “Information Technology”.

Click on “Save” at the top of the page.

Click on “Detail Funding” at the top of the page.

Ensure all costs are appropriately distributed in the “Cost by Major/Minor Categories” table. There must be one line-item entered for each sub-activity for each FY. Funding must be distributed by the minor categories for Ops, as well.

Click on “Save” at the top of the page.

Click on “Workload Measures” at the top of the page.

Select a “Detail Fund Item” and assign workload measure(s) as appropriate. For example, IT security program costs (FTE labor, contract labor, or other services contracts) will be assigned to XF. See WO IM 2003-005 for more information on program elements.

Click on “Save” at the top of the page.

Click on “View/Print Project Summary” at the top of the page. Review the information for accuracy. Return to the appropriate page and make any necessary corrections.

Click on “Save and Exit” at the top of the page.